

Job Announcement

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RE-POST

Opening Date:	April 11, 2013	Closing Date:	April 25, 2013
Job Title:	Supervisor I - Criminal	Position Type:	Regular Full Time
PIN:	059468	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Entry Salary:	J09 \$35,134 - \$41,767 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees are subject to promotion/demotion policy

Essential Functions: This is supervisory work providing oversight to a staff of clerical or support service employees in the Criminal Division. Employees in this classification assigns, directs and coordinates the work of subordinate clerical staff, and performs complex functions. Responsible for the timely and accurate completion of all work performed by staff. Resolves complex issues or conflicts with the public and other agencies. Collects and analyzes data. Prepares reports. Conducts needs assessment and recommends improvements to management. Participates in the interview and selection process of hiring new staff. Manages time and attendance records. Evaluates, counsels and disciplines subordinate staff. Trains staff on Court procedures and practices, automated systems and office equipment. Monitors cashier transactions (e.g. voids, overrides and readings) and special funds processed through the department. Serves on local and Statewide committees as needed. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Five years of general clerical experience, three of which must have been in a trial or appellate court of the United States.

Preferred: Graduation from the Judiciary's Court Professional Certificate Program.

Note: Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures, systems and equipment required to support the specialized work of the assigned unit. Knowledge of basic mathematical functions to calculate fees and costs. Ability to make independent decisions. Ability to define problem, collect information and identify the correct course of action. Ability to effectively and appropriately resolve conflict. Ability to communicate clearly, tactfully and impartially to superiors, staff and the public. Ability to train, assign, review and evaluate the work of subordinate employees. Ability to follow departmental rules, regulations and procedures. Ability to handle multiple tasks and prioritize work. Ability to communicate effectively, both orally and in writing. Ability to work within time constraints and meet fixed deadlines. Ability to develop rapport and maintain ongoing relationships with other agencies. Ability to operate a personal computer and a cash register. Ability to create reports, spreadsheets and documents using Word Perfect, Word, and Excel. Ability to sit, stand and/or bend for extended periods of time. Ability to lift up to 25 lbs. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxed applications and will not be responsible for materials sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Loretta Knight, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.